

Opening Date: June 09, 2022
Closing Date: Open Until Closed
Work Location: Austin, Texas
Posting Number: 22-88
Monthly Salary: \$6,250.00 - \$7,584.00*
Group/Class: B25/1960
Travel %: 5%
Division/Department: Finance/Procurement & Contract Services
Number of Positions: 1
***Salary commensurate with experience and qualifications**

JOB VACANCY NOTICE

Contract Administration Manager I (Contracting Manager)

INTERNAL

*Texas Water Development Board, Stephen F. Austin Building
1700 North Congress Ave., Room 670, Austin, Texas 78701
Please contact Human Resources for accommodation requests.
Phone: (512) 475-2142
Apply at: Work in Texas www.workintexas.com OR
HR@twdb.texas.gov*

Texas Water Development Board's Mission

Leading the state's efforts in ensuring a secure water future for Texas and its citizens.

The Texas Water Development Board (TWDB) endorses telecommuting and hybrid workplace plans, in addition to other flexible work alternatives. We offer competitive compensation and benefits package including medical, dental, vision, 401(k), flexible spending, and flexible work hours so you can have a work/life balance! For more information about these benefits and more visit: <http://www.twdb.texas.gov/jobs/benefits.asp>.

Veteran's Preference

Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields of 36A – Financial Manager, 651X LDO – Supply Corps, 3044 – Operational Contract Support Specialist, 6COX or other related fields – Contracting pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply.

Additional Military Crosswalk information can be accessed at

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_PropertyManagementandProcurement.pdf

Job Description Summary

Performs advanced (senior-level) contract administration, management, and monitoring work administering daily operations and activities of the Texas Water Development Board's (TWDB's) Procurement and Contract Services Division. Responsible for assisting in the planning, coordination, and supervision of division staff. Develops and administers procedures designed to comply with appropriate regulations relating to the administration of government grants and contracts. Work involves establishing goals and objectives; developing guidelines, procedures, policies, rules, and regulations; developing schedules, priorities, and standards for achieving established goals; coordinating and evaluating team. Assigns and/or supervises the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Reports to the Director of the Procurement and Contract Services Division.

Essential Job Functions

- Oversees the operations and activities of monitoring contract performance, including developing and tracking key metrics.

Female and minority applicants are encouraged to apply.

The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, sexual orientation, age, or disability in employment or provision of services, programs, or activities.
Please visit TWDB Career Page: <http://www.twdb.texas.gov/jobs/> for more information.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Candidates must be eligible to work in the United States without requiring sponsorship. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

TWDB participates in E-Verify! Information from each new employee's Form I-9 will be provided to the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) to confirm work authorization.

HR-002 (Supervisory)
Revised 5/10/22



The TWDB is in compliance with the Americans with Disabilities Act and makes reasonable accommodations for applicants and employees with disabilities. If a reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits of employment, please contact the Human Resources Division for assistance at (512) 475-2142. Deaf and hard of hearing applicants may contact our office via Relay Texas at 1-800-735-2989 (TTY/TDD).

Job Vacancy Notice (cont.)

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- Develops short- and long-term strategies and goals for the administration and management of contracts and grants.
- Identifies training needs and provides training and technical assistance to contract managers or other TWDB staff during various phases of the contracting process in order to comply with policies, regulations, and other contract-related requirements such as contract initiation, negotiations, execution, invoicing, monitoring, reporting, and close-out.
- Coordinates the risk assessment process for contract and grant monitoring and planning, conducts on-site and desk review monitoring of contract managers to determine compliance with TWDB programmatic and fiscal contract accountability.
- Prepares related reports, corrective actions, and conducts follow-up monitoring and maintains all pertinent information and documentation in each contract file.
- Oversees staff responsible for the processing of invoices, including oversight of payment reimbursements and advances. Assists staff with issues arising throughout this process and ensures prompt payment.
- Serves as an advisor to contract managers on staffing problems, responsibilities, and expectations, and works closely with program areas.
- Works closely with budget and accounting staff to resolve financial audit exceptions (proper payment adjustments).
- Develops short- and long-term strategies and goals for the administration, management and monitoring of assigned contracts.
- Oversees the preparation and processing of complex research grants and contract proposals and management when awarded.
- Coordinates with business area to conduct needs assessments, reviews contract service needs to determine renewal considering contractor performance, TWDB policies, and maintains all pertinent information and documentation in each contract file.
- Develops and maintains contract administration policies, procedures, standards, and plans.
- Develops and oversees regular and ad-hoc procurement and contracts-related reports, including legislative, HUB and regular reports to be presented to the agency's board.
- Plans, develops, and conducts presentations.
- Evaluates contracts, including the development of evaluation instruments, and in making recommendations for continuing, modifying, or canceling contracts.
- Coordinates and analyzes procurement documents and bid evaluation instruments and may chair bid evaluation committees.
- Evaluates and recommends new or enhanced technologies to support division and agency procurement and contracting process efficiencies.
- Provides effective leadership and management.
- Manages assigned project activities within the team, providing technical direction and guidance.
- Monitors and reports work activities.
- Authorizes team hiring, separations, disciplinary actions, and employee performance rewards.
- Assigns job duties, conducts performance evaluations, clarifies roles and responsibilities, and monitors and measures performance against goals.
- Evaluates performance and recommends and leads improvements.
- Supports administrative requirements related to organization, budget, and personnel.
- Ensures the provision of quality customer service to both internal and external stakeholders.
- Manages the performance of direct reports, to include, timely completion of performance appraisals, and follow-through on disciplinary actions as needed.
- Maintains confidential and sensitive information.
- Ensures individual and team files (electronic and hard versions) are appropriately maintained and timely disposed of in accordance with the agency's records retention procedures and schedule.
- Maintains required certifications and licenses and meets the continuing education needs and requirements of the position to include, attending mandatory training courses.
- May be required to operate a state or personal vehicle for business purposes.
- Performs other duties as assigned.

Minimum Qualifications

- Graduation from an accredited four-year college or university with major coursework in Business, Public Administration, Law, Management, or a related field.
- One to two years of progressively responsible personnel/project/program managerial experience.
- One to two years of experience in procurement, purchasing, contract administration, grant coordination, or other relevant fields.
- Relevant education and experience can be substituted on a year-for-year basis.

Preferred Qualifications

- Advanced degree in relevant field(s).
- Certification as a Certified Texas Contract Developer (CTCD) and/or Certified Texas Contract Manager (CTCM) or the ability to obtain certification within three months of employment.
- Three years of experience in the preparation, processing, and administration of procurement functions, including requisitions, purchase orders, invoices, grant agreements, and/or contracts.
- Three years of experience with the State of Texas, conducting contract administration and or procurement management.
- One or more years familiarity with grant programs, contracting policies and procedures, and contracting systems.
- Relevant education and experience can be substituted on a year-for-year basis.

Knowledge, Skills, and Abilities (KSAs)

- Knowledge of local, state, and federal laws and regulations relevant to procurement, contracting and purchasing; and of the principles and practices of public administration and management.
- Knowledge of negotiation strategies and techniques, of contract administration and cost monitoring for large scope or high-dollar contracts.
- Knowledge of systems and procedures used to evaluate a third-party vendor's performance.
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.
- Knowledge of the administration of federal and state funds.
- Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- Skills in using Adobe, DocuSign, Microsoft Office programs such as Word, Excel, Outlook, SharePoint, Teams, and Access.
- Skills in use of internet, email, word processing, spreadsheet, presentation, and database software.
- Skills in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Ability to adhere to work schedules, follow procedures with respect to leave and submit accurate timesheets by prescribed deadlines.
- Ability to make mature, objective decisions and identify areas of potential problems.
- Ability to perform effectively and willingly when changes occur in scope and nature of the work and work environment.
- Ability to perform routine and non-routine work assignments accurately and on-time with little or no supervision.
- Ability to perform assigned duties and improve work habits and/or output.
- Ability to complete assigned work, on time, neatly and in order with infrequent errors.
- Ability to complete assigned tasks and projects in a timely manner and persists until tasks are completed.
- Ability to interpret policies, procedures, and regulations.
- Ability to provide prompt, courteous and accurate assistance, and clear and concise communication to agency staff, as well as to employees of other political entities and the public both verbally and in writing.
- Ability to work with others in a team environment and cooperate with supervisors, co-workers, and others.

Job Vacancy Notice (cont.)

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- Ability to manage multiple tasks and schedule work to maintain regular progress on assignments and meet deadlines.
- Ability to stand/sit/move with no physical limitations or aids to perform activities such as retrieve/replace files in a large file system for boxes up to 30 lbs.
- Ability and willingness to travel less than 5% of the time, primarily within the State of Texas.
- Ability to operate a vehicle (state or personal) for state business and maintain a driver's license and driving record that complies with state and agency requirements.
- Ability to workdays that may exceed eight hours, including early mornings, nights, and weekends.
- Ability to train others.
- Ability to assign and/or supervise the work of others.
- Ability to maintain confidential financial, personnel and agency information.

Remarks

- Copy of required academic transcripts and/or licensures and driving record must be submitted at the time of hire. Failure to provide required documentation will result in no further consideration for employment.
- Important Notice: Otherwise, qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.